

CODE OF PRACTICE- COVID-19 PANDEMIC

1.0 General

Fillmore Construction is committed to providing and maintaining a healthy and safe work place, and for being responsible for the management of all environmental aspects of our business. Fillmore Construction Management Inc. is focused on the health and safety of our employees as well as our clients, contractors and partners. We are implementing new standards and protocols to allow our sites to continue to operate uninterrupted while mitigating the potential spread of the Coronavirus COVID-19. This specific Code of Practice (COP) will help identify all those measures.

2.0 Definitions

COVID-19: Coronavirus disease (COVID-19) is an infectious disease caused by a new virus which is now spread worldwide.

The virus causes respiratory illness (like the flu) with symptoms such as a cough, fever and in more severe cases, pneumonia. You can protect yourself by washing your hands frequently and avoiding touching your face.

Social Distancing (physical distancing): The practice of maintaining a greater than usual physical distance (2 meters or more) from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

3.0 Protection Measures - Worksites

Effective immediately this COP must be followed by all personnel working on or visiting any Fillmore Construction site or visiting the Fillmore Construction or Legacy Equipment Office. This COP will be available on the Fillmore Construction Management Inc. web site (<https://fillmoreconstruction.com/>)

Site Orientations – Prior to access to any Fillmore Construction work site all contractors and visitors to site must complete a site safety orientation with the Fillmore site supervisor or designate. To ensure the protection of everyone from COVID-19, this will be done in a manner that ensures Social Distancing and no transfer of paper from orientation facilitator to orientated worker is performed. The Fillmore site supervisor or orientation facilitator will perform the orientation from a safe distance to the workers. The orientation facilitator copy will be read to all workers along with the COVID-19 Pandemic Code of Practice. Once the safety orientation information has been explained, the supervisor or orientation facilitator will personally complete the "Orientation Checklist" for the worker, check the box that the worker has accepted and agrees to all information set out in the Fillmore orientation and COVID-19 Pandemic Code of Practice. Until further notice this will be the current site safety orientation procedure on all Fillmore Construction projects sites to manage the impact of COVID-19.

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Field Level Hazard Assessments – Fillmore employees to submit via the Fillmore Construction App and all trades to send electronic copies or pictures of completed FLHA’s to site Supervisor for review and submission to the Fillmore Safety Department. Fillmore Construction employees will be required to answer questions related to travel, exposure and symptoms of the Coronavirus COVID-19. All trade workers and visitors will be asked on a daily basis to answer questions regarding exposure to or symptoms of the Coronavirus as well as travel and the responses will determine your ability to enter a site or office.

Site Sign-In Sheets - An alternate method of recording attendance on site will be through text, email, or written sign in by one designated person. No exchange of paperwork is permitted. Questions regarding COVID 19 exposure will be asked at time of sign in.

Toolbox Meeting – Toolbox meetings are required as a method to convey important safety concerns regarding not only the Coronavirus situation but other critical issues related to the project. These meetings can be conducted outside or within the project building with minimum personal spacing of 6 feet. If these options are not viable the supervisor will send topics to the team via email to be reviewed and submitted to the site superintendent. Face coverings are required during toolbox meetings.

Site Meeting – Limit or eliminate all unnecessary site meetings with staff, trades, owners and consultants. Use email, text message and virtual meetings in place of face-to-face communications.

Site Trailers – Site trailers are only to be used by Fillmore Construction employees. Social distancing measure will still remain in place and those who choose to eat lunch in the site trailer will be expected to keep a minimum of 6 ft between one another.

Washroom Facilities - Washroom facilities will be stocked with hand sanitizer and paper towel and under no circumstances should anyone share paper towel. The portable toilet providers will be notified when and facilities require restocking and cleaning. Proper hand washing procedures must be followed at all times. If running water is available onsite, workers can wash their hands using these facilities with soap. All workers are recommended to wash their hands for a minimum of 20 seconds.

Lunch and Breaks – Site trailers will be available to be used for Fillmore Construction employees ONLY. Employees are expected to maintain a social distance from one another of at least 6 ft and no group snacks to be provided, shared or left out. All common areas are to be cleaned and disinfected on a regular basis with a schedule being determined on a per site basis. In addition to that, microwaves are available for Fillmore Construction employees ONLY with the expectation that the user washes/ sanitizes their hands before and after usage.

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Gloves – It is recommended that all workers wear gloves to not only protect themselves from workplace hazards but to prevent the potential spread of virus. However, gloves are not to replace the need for frequent hand washing/ sanitizing.

Material and Equipment – Limit trips to suppliers and arrange for delivery whenever possible. If supplies are to be picked up elect one Fillmore employee to make the pick-up.

Water – Fillmore Construction will be providing bottled water for employees where a potable water source is not readily available - No water coolers or fridge water systems will be used at this time. Lastly, no water will be provided to non-Fillmore Construction employees and all trades and visitors are required to supply their own.

Masks or Face Coverings – Face Coverings will be required at all times while working on a Fillmore Construction Worksite (inside or outside) and in Fillmore Construction site offices. Exceptions will be given to Supervisors in their office while no one is present, for FCMI staff eating lunch with 2 meters of distance between them and in single operator outdoor equipment.

Designated Smoking Areas- All designated smoking areas will be closed to prevent workers coming into close contact with each other without proper face coverings. If workers wish to smoke it will be done so, off site property and with proper social distancing measures.

What do you do if you feel sick?

In the event that anyone working at Fillmore Construction or on a Fillmore Construction worksite develops any symptoms of COVID 19, they MUST stay home and contact their FCMI supervisor who will then report the situation to Cody Woolf and/or Brian Barbeau to determine what steps need to happen next.

3.0.1 Protection Measures - Offices

Effective immediately this COP must be followed by all personnel working on or visiting any Fillmore Construction or Legacy Equipment Office. This COP will be available on the Fillmore Construction Management Inc. web site (<https://fillmoreconstruction.com/>)

Access to Offices- All staff and visitors to any of our office locations will be prompted at the door to self-answer the following questions before entering;

- **Do you have a Fever?**
- **Do you have any Respiratory issues?**
- **Do you agree to practice Social Distancing?**
- **Do you agree to wash your hands regularly?**
- **Have you been in close physical contact with anyone who has tested positive?**
- **Have you recently travelled outside of the country?**

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Any staff or visitors who fall outside of these parameters will be asked to not enter and go home immediately.

Meetings – Limit or eliminate all unnecessary meetings with staff, trades, owners and consultants. Use email, text message and virtual meetings in place of face-to-face communications.

Washroom Facilities- We will provide access to hand washing stations or hand sanitizing stations. It is recommended to have hand wash stations with running water, soap and paper towels as well as trash receptacles. Proper hand washing procedures must be followed at all times and instruction will be posted at hand wash and sanitizing stations.

Lunch and Breaks – Fillmore Construction employees may use lunchroom facilities at this time and all other common areas in the office while continuing to social distance. Further to that, employees will clean and disinfected these areas on a regular basis throughout each day. Upon using the fridge, microwave and coffee machines, employees will wash/ sanitize before and after usage while using paper towel to handle items or open and close amenities.

Water – Water coolers or fridge water systems will not be used at this time. Tap water is available to all office employees with the expectation they wipe down/ sanitize the tap and faucet after usage.

Hand Sanitizer & Wipes – Hand sanitizer and wipes are located in all high traffic areas of our offices. Staff is encouraged to use them regularly in between regular hand washing with soap and water.

Social Distancing – Practice social distancing by staying within your work space and use email, text message and virtual meetings in place of face-to-face communications.

Copiers and Printers - Wipe down all touched surfaces with disinfecting wipes or paper towel. Use your own printer when possible despite print size.

Work from Home – Office employees to work from home with permission of direct supervisor and confirmation that tasks can be effectively completed while working at home

Travel – No international travel is permitted. If travel outside of the province is required, approval from the Fillmore President is needed.

Masks or Face Coverings – Face coverings (minimum 2 layered) are mandatory for everyone who enters the FCMI office. Visitors must sign in prior to proceeding though the office. Face coverings will be required while walking anywhere in the office or parking lot. Face coverings can be removed when you are in your own personal office/work space. If any 2 workers and or visitors are in the same room or work space together, they are required to wear appropriate face coverings.

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Designated Smoking Areas- All designated smoking areas will be closed to prevent workers coming into close contact with each other without proper face coverings. If workers wish to smoke it will be done so, off site property and with proper social distancing measures.

What do you do if you feel sick?

In the event that anyone working at Fillmore Construction or on a Fillmore Construction worksite develops any symptoms of COVID 19, they MUST stay home and contact their FCMI supervisor who will then report the situation to Cody Woolf and/or Brian Barbeau to determine what steps need to happen next.

4.0 Hygiene

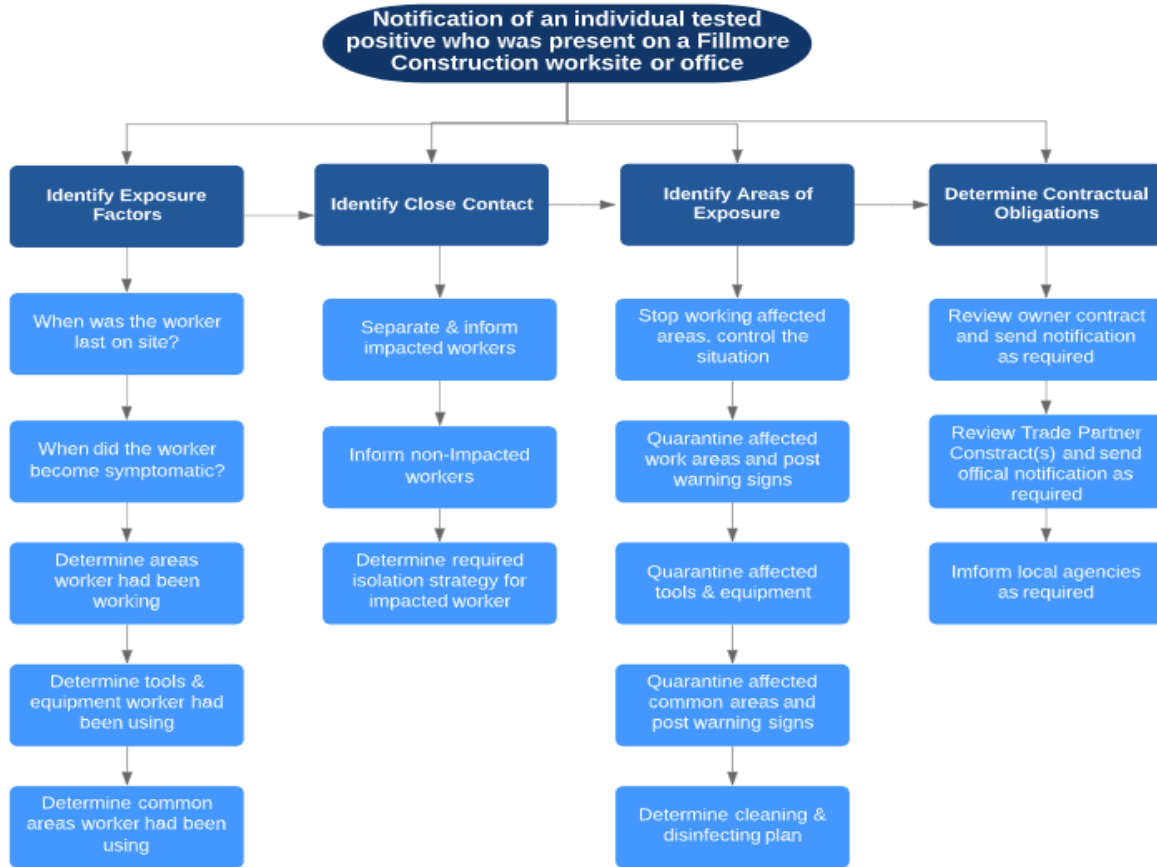
We all know that personal hygiene is of critical importance to stop the spread of COVID-19. We will continue to send updates to all staff on proper hygiene habits, post signage wherever possible and supply hygiene products as needed. Any site or office area that requires more hygiene products are to contact the Safety department to source.

5.0 Emergency Response Plan

In the event that anyone at Fillmore Construction or working on a Fillmore Construction work site is getting tested for COVID-19, they are required to inform Fillmore Construction immediately in order to determine if they should return to the worksite or not. This will be to ensure that everyone's rights are protected until all appropriate information is collected.

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6.0 Questions or Inquiries

Please direct all questions or inquiries to Cody Woolf - Director of Health, Safety & Environment at cwoolf@fcmi.net or by phone at 780-235-6003.

Alberta Health Services website (COVID 19)
<https://www.albertahealthservices.ca/topics/page16944.aspx>

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